



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

June 18, 2025

DIVISION MEMORANDUM

No. 166, s. 2025

ANNOUNCEMENT OF VACANCIES IN THE SCHOOLS DIVISION OF BATANES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. The Schools Division of Batanes, through the HRMO, informs the field on the submission of required documents to all interested and qualified applicants for the following vacant positions shown below:

- a. Accountant I, sg.12, INAHS
- b. Special Education Teacher I, sg.14, (4 Elem & 1 JHS)
- c. Special Science Teacher I, sg 13, (IIS, BGCHS)
- d. School Librarian III, sg. 13, INAHS
- e. Marine Engineman I, sg. 4, SNSF
- f. Medical Officer III, sg 21, SGOD
- g. Guidance Counselor II, SHS, sg. 12 (SGOD)
- h. Guidance Counselor III, sg. 13 (SNSF)
- i. Teacher II (SHS), sg 12, BNSHS
- j. Teacher III (JHS), sg13, BNSHS
- k. Teacher III (Elem.), sg 13, DES, MCS, IES & BCS
- l. Teacher II (Elem.), sg12, MCS
- m. Education Program Supervisor, sg. 22, CID

2. All interested and qualified applicants must submit the attached **Checklist of Requirements duly notarized** together with all the listed Basic Documentary Requirements to the SDO official email address batanes@deped.gov.ph and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **June 24, 2025**. No other documents shall be accepted after the set deadline but applicants may bring original copies during assessment for verification purposes.

3. The following references shall be used during the evaluation of documents, it is empirical that all necessary documents to earn points be submitted as means of verification.

HIRING GUIDELINES

- DepEd Order No. 007, s. 2023 Guidelines on the Recruitment, Selection, and Appointment in the Department of Education



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

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- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)
- DepEd Order 20 & 21 s. 2025 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)

4. The applicants assume full responsibility and accountability on the completeness, authenticity, and veracity of documents submitted, as evidenced by the Omnibus Sworn Statement/CAV signed by the applicant. Individuals who failed to submit mandatory requirements on the set deadline shall warrant exclusion from the pool of official applicants.

5. In accordance to the implementation of the **Equal Employment Opportunity Principle (EEOP)** set by the Civil Service Commission, all applicants regardless of sexual orientation, gender, age, religion, disability, ethnicity and political affiliation are eligible to apply for the position in as much as they meet the specified qualification standard.

6. Enclosed is the **Qualification Standard** for said position for immediate perusal.

7. Qualified applicants will be officially informed by posting the Initial Evaluation Result (IER) at the SDO Bulletin Board, through a letter/text message or call. Special online interview shall be considered for applicants residing outside the province.

8. Final assessment and interview is scheduled on **Friday, June 27, 2025, 8:00 o'clock in the morning at the Office of the Assistant Schools Division Superintendent.**

9. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at batanes@deped.gov.ph.

10. Immediate and wide dissemination of this Memorandum is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

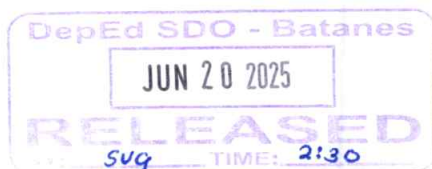
Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT, HIRING

OSDS/abgi/ebe



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest HRMO			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized Official			
k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment and			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Medical Officer III SG 21 SGOD	Education: Doctor of Medicine Training: 4 hours of relevant training Experience: At least 1 year of relevant experience in the practice of Medicine Eligibility: RA 1080 (Physician's Licensure Exam) Preferred qualification: Preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field	To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.
Accountant I SG12 INAHS	Education: Bachelor's Degree in Commerce/ Business Administration major in Accounting Training: None required Experience: None required Eligibility: RA1080 Preferred qualification: Proficient in information technology, oral and written communication	Under immediate supervision, maintains the agency/school books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.



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Marine Engineman I SG4 SNSF	Education: High School Graduate or Completion of relevant vocational/trade course Training: None required Experience: None required Eligibility: Automotive Mechanic (Heavy Duty) (MC 11, s. 96 – Cat. I)	Machine Operation and Repair. Testing the performance/condition and repair of marine engines, fishing boat and other school electrical systems and school facilities. Performs other related work as per instruction of the school head.
Special Science Teacher I, sg13 For DOST Scholar Graduate SHS (BGCHS)	Education: Bachelor's Degree in specialized field in Science Technology, Engineering, Mathematics or other applied courses as identified and approved by DOST as priority S & T courses Training: None required Experience: None required Eligibility: RA 1080 (LET, PBET)	Teaches in SHS levels using appropriate and innovative teaching strategies. Facilitates learning in the SHS through functional lesson plans/ Daily Log of activities and appropriate, adequate and updated instructional materials; Supervises curricular and co-curricular projects and activities etc.
Special Education Teacher I, sg 14 5 items Elementary- Basco, Sabtang, Mahatao and Uyugan District) Secondary- Ivana National HS	Education: Bachelor's Degree in Education with specialization in Special Education Training: None required Experience: None required Eligibility: RA 1080 (LET, PBET)	Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs
School Librarian III, sg 13 INAHS	Education: Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	Selects and evaluates books, periodicals, pamphlets and other library materials from approved list. Records, classifies, catalogs, prepares cards and date due slips to all books and other library materials before

	Training: 8 hours relevant training Experience: 2 years of relevant experience Eligibility: RA 1080	shelving. Prepared library reports and other related work.
Guidance Counselor II, sg12 SHS, SGOD	Education: Master's Degree in Guidance and Counseling Training: None required Experience: None required Eligibility: RA 1080 (Guidance Counselor)	Organizes functional and suitable guidance and counseling program; Makes an action research based on the results of the identified of students' needs and problems; Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management; Acts as consultant to parents, out of school youths and community. Other related work.
Guidance Counselor III, sg13 SNSF	Education: Master's Degree in Guidance and Counseling Training: None required Experience: None required Eligibility: RA 1080 (Guidance Counselor)	
Teacher II, sg12 (Senior High School) BNSHS	Education: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject Training: None required Experience: None required Eligibility: RA 1080 (Teacher)	Teaches in Senior High School levels using appropriate and innovative teaching strategies. Facilitates learning through functional lesson plans/ Daily Log of activities and appropriate, adequate and updated instructional materials; Supervises curricular and co-curricular projects and activities etc.
Teacher II, sg12 Teacher III, sg. 13 (Elementary & Secondary) DES, MCS, IES & BCS, BNSHS	Education: BEED/BSED or Bachelor's degree plus 18 professional units in Education with appropriate major for the secondary Training: None required Experience: 1 year for TII & 2 years of relevant experience for TIII Eligibility: RA 1080 (Teacher)	Teaches in Elementary/Secondary levels using appropriate and innovative teaching strategies. Facilitates learning through functional lesson plans/ Daily Log of activities and appropriate, adequate and updated instructional materials; Supervises curricular and co-curricular projects and activities etc.

<p>Education Program Supervisor, sg 22</p> <p>(English Education)</p> <p>CID</p>	<p>Education: Masters degree in education or other relevant Masters degree with specific area of specialization</p> <p>Training: 8 hours training in management and supervision</p> <p>Experience: At least 2 years experience as Principal or Head Teacher or Master Teacher</p> <p>Eligibility: RA 1080 (Teacher)</p>	<p>- To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.</p> <p>- To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.</p>
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